

Sample Screenshots of the Workday Agreement & Where to Find the FERPA Training

Workday Agreement

Once community partners log into Workday, the Workday Agreement will be section titled “Awaiting Your Action” or in the task inbox. Below is a screenshot of the task.

- **Call to Action:**
 - Community partners just need to click the box for “**I Agree**” and click **Submit**.

Review Documents Review Documents for Onboarding: Name of Site Approve [C] on 09/05/2025

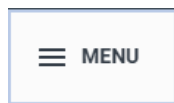
Documents

Document	 Offsite Bonner Workday Agreement
Instructions	Please review the Community Partner Workday agreement.
Signature Statement	I acknowledge that I have read, understand, and agree to abide by these standards. I further understand that failure to comply with these standards may result in revocation of eligibility for participation in the programs with the University of Richmond.
I Agree	☐

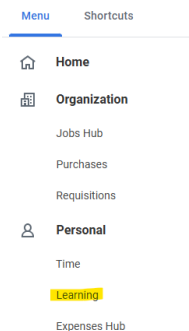
FERPA Training

To complete the FERPA training, community partners can locate the training module by following these steps:

- **Call to Action:**
 - On the top left corner of your homepage, click “**Menu**.”



- Select “**Learning**”



- It should be visible in the “**Learning Home.**” If it’s not immediately visible, they could also see it clicking on “**My Learning.**”

